



# FAIRFAX COUNTY PARK AUTHORITY



12055 Government Center Parkway, Suite 927 • Fairfax, VA 22035-1118  
703-324-8700 • Fax: 703-324-3974 • [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks)

Dear Counselor-in-Training (C.I.T.) Applicant:

We are pleased you have expressed an interest in our C.I.T. program, which is designed for teens **14 years of age or older** who want to further develop their leadership and communication skills as well as gain experience in planning and instructing activities for young children.

**Acceptance into this program is based on an application and interview process.** Selected C.I.T.s will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session. To be considered for an interview for the summer C.I.T. program, you must first complete the attached application and submit it to the camp program director at the location you are interested in (see chart below). C.I.T. interviews may take place closer to the start of summer camp. Available locations and contact names are listed below.

**Selected applicants** must commit to at least one week but may be assigned to additional weeks based on availability and need. There is a \$165 non-refundable fee for this program. Registered C.I.T.'s will attend a required virtual training and will receive uniform camp shirts.

### Camp C.I.T. Locations and Contact Information

Audrey Moore RECenter 703-321-7081	8100 Braddock Rd. Annandale, VA 22003	Karen Gilmore <a href="mailto:Karen.Gilmore@fairfaxcounty.gov">Karen.Gilmore@fairfaxcounty.gov</a>
Colvin Run Mill 703-759-2771	10017 Colvin Run Rd. Great Falls, VA 22066	Meighan Williams Foster <a href="mailto:meighan.williams@fairfaxcounty.gov">meighan.williams@fairfaxcounty.gov</a>
Franconia RECenter 703-922-9841	6601 Telegraph Rd. Franconia, VA 22310	Odile Durocher <a href="mailto:odile.durocher@fairfaxcounty.gov">odile.durocher@fairfaxcounty.gov</a>
Green Spring Gardens 703-642-5173	4603 Green Spring Rd. Alexandria, VA 22312	Bailey Price <a href="mailto:bailey.price@fairfaxcounty.gov">bailey.price@fairfaxcounty.gov</a>
Oakmont RECenter 703-281-6501	3200 Jermantown Rd. Oakton, VA 22124	Rocio Galan <a href="mailto:Rocio.RodriguezGalan@fairfaxcounty.gov">Rocio.RodriguezGalan@fairfaxcounty.gov</a>
Spring Hill RECenter 703-827-0989	1239 Spring Hill Rd. McLean, VA 22102	Dawn Stoffelen <a href="mailto:dawn.stoffelen@fairfaxcounty.gov">dawn.stoffelen@fairfaxcounty.gov</a>



If accommodations and/or alternative formats are needed, please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event. TTY (703) 803-3354.



Fairfax County Park Authority  
**C.I.T. (Counselor-in-Training) Application**

Name: \_\_\_\_\_  
Last First M.I. Date of Birth

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parent / Legal Guardian Name: \_\_\_\_\_

Please list the dates you are available (Minimum Requirement is one week): \_\_\_\_\_

I prefer to work with: Younger Campers \_\_\_\_\_ Older Campers \_\_\_\_\_

I prefer to work in: Sports Camps \_\_\_\_\_ Nature-related Camps \_\_\_\_\_ Arts/Games Camps \_\_\_\_\_

Have you ever attended one of our camps? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been a C.I.T. before? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, where? \_\_\_\_\_

Why do you want to be a C.I.T.? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any experience you have in working with children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any special skills (such as the ability to speak other languages)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two references (not including family members – include names and phone numbers):

- 1.
- 2.

I certify that the above information is true. I understand that selection into the C.I.T. program is based on this application and an interview.

\_\_\_\_\_  
Applicant's Signature Date



## Fairfax County Park Authority Camp Counselor-In-Training (C.I.T.) Code of Conduct

This document is a requirement for participating in the Counselor-In-Training (C.I.T.) program.

### **Counselor-in-Training agrees to:**

- Always stay with assigned group unless otherwise directed by the camp counselor. Stay on assigned task.
- Respect program leaders and follow directions from camp staff.
- Maintain personal care and wear appropriate camp attire as outlined. C.I.T.'s arriving at camp without appropriate attire will be asked to leave the site.
- Be sure camp staff never leave you on your own to watch campers.
- Respect others in what you say and do. C.I.T.s shall never use inappropriate language while at camp.
- Refrain from using a cell phone during camp hours. C.I.T.s may keep their phone with them but are not to bring it out in front of the campers. C.I.T.s found using a cell phone during camp hours will immediately forfeit their right to carry the cell phone. C.I.T.s needing to make an emergency phone call during the day should tell their supervisor they need to step out of the camp area.
- Greet parents and children at the beginning of the day and acknowledge them at departure.
- Be involved and engaged with campers throughout the entire camp day.
- Get to know campers' names on the first day.
- Never use physical punishment, restrain or force a child. Never punish or discipline campers-notify camp staff of behavior issues.
- Follow pool rules and model good pool behavior. C.I.T.s are expected to swim with the group. C.I.T.s may not be in the locker room alone, nor may they *ever* use the sauna.
- Keep campers' information confidential.
- Take care of your own personal belongings & keep belongings out of reach of the children.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and counselors-in-training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- Never say or do anything that campers might perceive as teasing and/or bullying.
- Create a safe and fun environment.
- Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts. C.I.T.S are not permitted to administer any first aid.
- Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- Never come to camp while under the influence of any drugs or alcohol.

### **Dress Code:**

The following dress code is enforced to ensure staff consistently present themselves as professionals and proper role models while fostering a positive self-image. Site management may have additional dress code requirements. CITs failing to come to work properly dressed will be asked to leave the site immediately.

- FCPA issued camp staff shirts must be worn each day (you will be issued more than one).
- You may not alter the camp staff shirt.

- You must wear closed-toed shoes (no sandals, flip flops, etc.)
- Shorts may be worn if they are below mid-thigh.
- No jeans or jean shorts.
- Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn with lid facing forward (backwards/sideways not permitted).
- No Lycra or Spandex clothing.
- For safety reasons, dangling jewelry (hoops, etc.) is prohibited.
- Swimsuits for women must be one piece or tankinis.
- Shorts, hats, etc. shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations.
- CITs must come to work clean and neatly groomed.
- CITs must always leave their shirt on except during swimming activities.

Initial on appropriate line:

- I have read & understand the Dress Code: \_\_\_\_\_
- The chain of command for all camp issues, from staff issues to camper issues is as follows: Counselor, Head Counselor (where applicable), Camp Coordinator/Director, Land Programmer, Site manager, Youth Services Program Specialist. I have read & understand the chain of command: \_\_\_\_\_

**Grounds for Immediate Dismissal (no refund given):**

- A parent who refuses to follow FCPA policies as stated in the parent packet.
- A C.I.T. who brings a weapon to camp.
- A C.I.T. who intentionally harms himself or causes injury to another child or staff member.
- A C.I.T. who vandalizes the property of the camp facility, staff or other children.
- A C.I.T. who steals items from the camp facility, staff or other children.
- A C.I.T. who displays inappropriate behavior repeatedly.
- A C.I.T. who fails to comply with the Rules of Conduct.
- A C.I.T. who fails to display appropriate respect to authority figures on site.

The FCPA is not responsible for lost or stolen personal property such as electronics, smart watches, cell phones and accessories, etc. Please refrain from bringing these items.

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

CIT's Name (please print) \_\_\_\_\_

Signature of CIT \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent's Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_